

Adam Bradstreet
Code Enforcement Officer
abradstreet@winslow-me.gov



Bette Bouchard
Clerical Assistant
rbouchard@winslow-me.gov

**TOWN OF WINSLOW, MAINE
CODE ENFORCEMENT OFFICE**
114 Benton Ave, Winslow, ME 04901
Tel: 207-872-2776 Fax: 207-872-1999

**Planning Board
Conditional Use and
Site Plan Review Permit Application
(\$150.00 FEE)**

**Conditional Use permit must be submitted to the Code Enforcement Office two weeks
before the next scheduled Planning Board Meeting.**

(Planning Board meetings are the first Monday of each month.)

TO BE COMPLETED BY APPLICANT:

TAX MAP _____ LOT _____ Application Date : _____

Owner's Name: _____ Telephone Number: _____
Address: _____ Town: _____

Applicant's Name: _____ Telephone Number: _____
Address: _____ Town: _____

Proof of standing: Attach copy of deed, purchase and sales agreement, or lease.

Information about the site as it currently exists:

Subdivision Name (if located in subdiv) _____ Lot Number _____

Plan Book _____ Page _____

Zoning District _____

Is any part of the lot in the shoreland area, as defined by the Shoreland Zoning Ordinance for the Town of Winslow? _____

Type of existing buildings _____

Use of existing buildings _____

Other current use of land _____

Dimensions of lot _____ Lot Area _____

Road Frontage _____ Shoreland Frontage _____

Is the lot or lots an existing nonconforming lot(s)? _____

Is the current use an existing nonconforming use? _____

Is the current structure nonconforming? _____

Information about the proposed use of the site:

Describe proposed use _____

Why does the proposed use require a conditional use permit? _____

Is any new construction or alteration of existing building involved? _____
Describe _____

Number of employees: Existing _____ Proposed _____
Dimensions of proposed signs _____

MAP INFORMATION TO BE SUBMITTED BY THE APPLICANT:

When a new structure or addition to an existing structure is proposed, a map prepared by a registered land surveyor to a scale of one inch equal one hundred feet will be required. If you think such a map is not needed, you may ask the Planning Board to waive this requirement, which they may or may not vote to do. If such a waiver is being requested, the Planning Board must have an application that is complete and the information required to be shown on the map must be shown on a sketch drawn approximately to scale and submitted with the application. The map or sketch will show:

1. Copy of Tax Map and Location
 - 1a. Lot boundaries, showing dimensions
2. Street location and name
3. Names of abutting property owners
4. Location and dimensions of existing buildings
5. Location and dimensions of proposed buildings
6. Existing and proposed off street parking
7. Existing and proposed driveway access to streets
8. Existing highway access restrictions
9. Existing and proposed easements
10. Existing and proposed setbacks: street, side, and rear yards
11. The Buildable area of the lot
12. Any existing and proposed loading areas
13. Any existing and proposed outside storage areas
14. Existing and outside activity areas
15. Existing and proposed fences, landscaping or other buffer
16. Locations below the elevation of the "100 year flood"
17. Location and elevation of mean and historic high water mark of any lake, river, stream, or wet lands subject to shoreland zoning
18. Location of existing and proposed signs
19. Location of existing and proposed sewage disposal system
20. Existing and proposed system for drainage of surface water
21. Any other relevant information that can be shown in map form

OTHER ATTACHEMENTS (unless not relevant to the proposal as determined by the Planning Board):
A. Proposed sewage disposal plan
B. Proposed water system plan
C. Estimate of traffic to be generated by the project when in full use

Applicant's Signature _____ Date _____

TO BE COMPLETED BY THE CODE ENFORCEMENT OFFICER:

Recommendations of the Planning Board for any conditions that might be appropriate to protect the interests of the abutting or nearby property owners, or otherwise benefit the area.

Date of Application: _____

Name of Applicant: _____

Conditional Use Request: _____

Planning Board Action: _____

Planning Board Conditions: _____

Approved _____ Denied _____ Date _____ Time _____

Planning Board Signatures:

(1) _____ Chairman

(2) _____

(3) _____

(4) _____

(5) _____